



## **MINUTES-The Blue Mountains Public Library Board**

**MEETING DATE:** Wednesday April 17 , 2013

**LOCATION:** L.E. Shore Memorial Library

**PREPARED BY:** Terri Pope

### **1. Call To Order**

C. Innes called the meeting to order at 7:03.

Present: G. Whitbeck, I. Reboh, M. Martin, C. Innes, L. Ardiel, J. Armstrong, L. Grigg via Skype

Regrets: J. Halos, J. Salvatore

### **2. Approval of Consent Agenda**

Moved by: I. Reboh

Seconded by: M. Martin

To approve the consent agenda. Carried

### **3. Approval of Agenda**

Moved by: G. Whitbeck

Seconded by: L. Grigg

To approve the agenda.as amended. Carried

### **4. Presentations**

No Presentations

## **5. Reports**

### **5.1 CEO Updates**

- Next week we will be posting for two summer student positions with an anticipated start date in late May depending on funding.
- Planning for the Parking Lot Party is well underway. K. Davies and I met with Officer C. Watts and he indicated more stringent rules apply to this year's event. We are waiting to hear from the Gaming Commission representative to determine those exact requirements. We are aware that we require more Smart Serve people to serve alcohol and sell those tickets at the event. We also need to identify those people that are eligible to drink.

### **5.2 Financial Report**

Moved by: G. Whitbeck

Seconded by: M. Martin

To receive the Financial Report, including the bank reconciliation, as submitted.  
Carried.

### **5.3 Safety Report**

A verbal pass was given to the library by the Fire Prevention.

Moved by: M. Martin

Seconded by: L. Ardiel

To receive the Health and Safety Report. Carried.

## **6. Business Carried Forward**

### **6.1 Review of Action Log**

C. Innes reviewed the Action Log.

The Board agreed to move forward with the accreditation process.

### **6.2 Premises Maintenance**

The snow removal contract will continue through 2014 as planned. Staff will continue to pursue lawn maintenance contract and costs.

### **6.3 Investment Policy**

Several Board members attended the webinar hosted by the Ministry of Culture representative Rod Sawyer regarding the Library Act. The only direction provided was to engage in a conservative, non-risky plan. A draft policy will be brought to the May meeting for discussion. I. Reboh to investigate banking options.

#### **6.4 Brochure**

A picture of the Tower will be used in the brochure.

### **7. New Business**

#### **7.1 Annual Report**

The Annual Report was circulated and reviewed. A few minor edits are required before distribution.

#### **7.2 Statistical Review**

The 5 Year Statistical Review was circulated for information.

#### **7.3 Marketing Plan**

Moved by: I. Reboh

Seconded by: M. Martin

To accept the Marketing Plan. Carried.

#### **7.4 Better World Books Report**

T. Pope provided an overview of the partnership with Better World Books and explained the process of sending material to them.

#### **7.5 Services Policy**

It has come to the attention of the CEO that young children may be in the library without proper supervision. This came to light in a week where there was an early dismissal and two no bus days at the elementary school. T. Pope discussed the situation with the Principal, A. Amos to try and manage the situation. Mr. Amos suggested a letter the draft of which was presented to the Board. A potential partnership between the school, library and BVO was also discussed. There is the potential to create an after school program to engage this group of children who mostly come to the library to play a specific computer game on the library's computers. The options are being explored by staff and representatives from the other organizations.

Staff will continue to support the library policy that children under the age of nine are not allowed unattended and their parents will be contacted. Staff will continue to monitor the situation, determine the number of children involved and their ages. Further information will be brought back to the Board at a later date.

## **7.6 Correspondence**

A letter addressed to T. Pope and C Innes regarding the weeding process was circulated to the Board along with the response that was sent.

## **8. Library 101 – Cash Management**

T. Pope provided an overview of the new system implemented to control cash transactions. A free open source online cash program was downloaded and installed by E. Chandler. A computerized cash drawer was purchased and retrofitted into the middle workstation at the circulation desk. The drawer is operated through the program. All items such as fines, photocopies etc. are coded and automatically populate sales receipt. All staff has been trained. We can now say with certainty what monies are being collected. This allows us to better track our finances and will aid in the budget process.

New procedures have been adopted to coincide with the new system. A daily cash report is produced and the cash is balanced at the close of every day. Deposits will occur twice a month.

**Next Meeting Date:** Wednesday May 15, 2013 @ 7:00 p.m.

## **Adjournment**

Moved by: M. Martin

That this meeting do now adjourn at 9:01 p.m.

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C.J. Innes

**Board Chairperson**